

MINUTES
LONGMONT LIBRARY BOARD
LONGMONT PUBLIC LIBRARY BOARD ROOM
409 FOURTH AVENUE
Monday, October 28, 2019
7:00 P.M.

The meeting was called to order at 7:00 p.m. by Chairperson Mark Springfield.

Roll Call: Present were Board Members Katie Fuller, Catherine Fink-Johnson, Cynthia Keller, and Mark Springfield; Library Director Nancy Kerr; Councilmember Tim Waters and Jana Kopp, Adult Services Librarian. Absent was Board Member Cathy Balan.

1) Approval of minutes

The minutes of Monday, September 23, 2019 require signature. The corrected minutes from August 26, 2019 also require signature. Both were approved.

2) Reports and Information Items

a. Library staff report – Jana Kopp

- Jana Kopp, Adult Services librarian, promotes our resources and services, orders books, and maintains the Spanish collection and took advantage of the tuition reimbursement opportunity and took 4 semesters of Spanish at Front Range and can now converse with and help Spanish-speaking patrons. She started Hablemos! Group (language exchange) and Say Hello (for EOL patrons), and she serves on Bilingual Marketing and Outreach Committee (she founded it) and the Employee Advisory Group (chaired last year). She was also selected to attend a 4-day leadership training in Chicago. Kopp notes the need to make progress with outreach to Latinx community, and states that additional staff time and targeted marketing would be meaningful.
 - Director Kerr noted that a Spanish-speaking outreach librarian would be ideal. Everyone is currently splitting their time so much that we need to hire someone full-time.

b. Library Director's Report

- Staffing notes:
 - Debbie Puzo is leaving after 41 years on 11.1.19, and Kerr has received 40 applications for her job. The Board thanks her for her service and wishes her well in her future endeavors.
 - Director Kerr opened the Campus Security position and has 10 applications thus far. Director Kerr is also reaching out to other areas

of the city, the Colorado Job Line and people working in other library districts.

- Director Kerr filled the full-time cataloging position with Sherri Jennings (was .75 and moved up, so we need to replace the part-time position now) and Julia Jacobs' Asst. Circulation Supervisor position now needs to be filled as well.
 - We are chronically short-staffed and it is difficult to get experienced applicants.
 - We are having a morning meeting several times a week for 5-10 minutes to promote staff knowledge.
 - Director Kerr is getting closer to the end of the budget and will be monitoring spending to achieve budgetary levels.
 - Two more Discovery Passes have been added: Denver Zoo and Longmont Symphony.
 - Annual CATS Parades will be 10.29 and 30.
 - A note went around from the OUR Center today saying that they are closing when SVVSD closes for bad weather. This will increase library crowding on snow days as people come for meals and temporary shelter. Also, the parks' restrooms stayed open later so fewer people were coming to the library; now that they are closed, they will likely spend more time in the library.
 - Little Free Libraries are all fixed.
- c. Friends of the Library Report -- Chairperson Springfield read the notes provided (see addendum).
- It was noted that the Friends are "supplanting" vs. "supplementing" the budget, rather than the city funding the annual budget fully.
- d. Council Liaison Report
- The budget passed.
 - Council Liaison assignments will be determined in the near future.
 - Councilmember Waters does not know to which Board he will be assigned, but he recommends pre- and post-feasibility study strategy and coordination with Performing Arts Center study coming out.
 - The City Council accepted recommendations for Building Steam Project but there needs to be a plan. Land swaps are under consideration and it's in the Library's interest to participate in that process.
 - Also, there's a work group re: Climate Emergency being convened (inquire at City Clerk's office for application).
 - A while ago, the city adopted a process of sustainability evaluation for public-sector development implications on the environment; now the hybrid-SES will

also evaluate private-sector development that meets the “triple-bottom line” to benefit Longmont.

3. Old Business

a. Little Free Libraries:

- Cathy Balan has November, but we are uncertain if she can continue this month due to personal issues. Chairperson Springfield could switch Nov. for Dec. if needed.

b. Status of City’s Feasibility Study on Library Funding

- The Feasibility Study contract is almost approved; it is in Purchasing and Legal has signed off on it. Director Kerr proposed that the consultants will visit the first week of December. They would meet with a range of people, tour the library, meet with staff, and finalize a couple of surveys of various lengths. Surveys will go out in mid-December through January 2020 to include winter break. Director Kerr also noted that the Library and Consultants will be working with EveryLibrary.org, a library PAC.
 - They will do more stakeholder meetings in January and Kerr is working with the City to decide who will be in the meetings.
 - They will send out a project management tool to help with scheduling. Board Members should send Kerr their evening availability during the first week of December.

c. 2020 Budget Update

- The Library’s requests were approved.

d. Corrected Contact Listing was distributed to Board members.

e. Library grounds maintenance update

- Director Kerr walked the grounds with city personnel and identified critical areas. The biggest concern is the area outside the east doors, especially with regard to patron safety and uneven ground. Parks and Recreation is responsible for this project. Weather and the season will impact on the timing of the repairs. The Library Director will continue to communicate the risks associated with delayed repairs to the city and strive to prioritize their efforts.
- Additional lighting is being pursued for the east side of the building. This should have a benefit in mitigating the rising levels of trash that were noted in that area.

- Additionally a number of housekeeping opportunities such as the cleaning of the underneath parking garage and HVAC system demand further city attention.

4. New Business

- a. Chairperson Springfield requested a recent copy of the by-laws be distributed to the Board. Director Kerr agreed to provide them.
- b. A motion to move the next two meetings due to the holidays was approved: the November meeting will be moved to the Nov. 18, 2019, and the December meeting will be moved to Dec. 16th.
- c. The Colorado Media Project meeting on October 15th was attended by Director Kerr and Councilmember Waters. Chairperson Springfield viewed the broadcast and brought it to the Board's attention so as to keep the Board informed regarding the ongoing Library District and local news media evolution conversation. The broadcast is available on the Longmont Observer website.

5. Public comments - none

6. Library Board comments

7. Adjournment -- The meeting adjourned at 8:40 pm.

- The next board meeting is scheduled for Monday, November 18, 2019.

Chairperson

Secretary